



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/16/17	Interviewer: Sue Guenter-Schlesinger and Mohammed Cato	RFA #17 – 06
Name of Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU staff		
Requested Assistance Pertaining To (name, position, policy, project, etc.):		
Concerns regarding [REDACTED] WWU [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☒ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/3/17	[REDACTED] emailed Sue requesting to arrange a meeting regarding her concerns	
2/16/17	Mohammed Cato meeting with [REDACTED]	Sue and Mohammed had both planned to meet with [REDACTED] but Sue had a conflict and was not able to attend, so Mohammed met with [REDACTED]
2/24/17	SGS meeting with [REDACTED]	See notes in file.